

Mon	Tue	Wed	Thu	Fri
			1 Semi-Monthly Employee Pay Day	2 Submit October BES Premium Reward Discrepancy Report (PM4405) dated 11/1 required for October Health Care Reconciliation
5 Semi-Monthly Salaried Payroll Paperwork Deadline 10/25 - 11/9 PMIS Update Deadline 10/25-11/9	6 Bi-Weekly Wage Payroll Certification Deadline for 11/9 Wage Pay Day Cycle 1 10/14 - 10/27 Cycle 2 10/15 - 10/28 Cycle 3 10/12 - 10/25	7 Distribute 3rd Party Pmt's & Checks to Agy's re: Wage Pay	8 Notify PSB of any PMIS Changes affecting 10/25- 11/9 Classified Employees	9 Semi-Monthly Payroll Certification Deadline 10/25-11/9 CIPPS Leave Paperwork Deadline 10/25-11/9 Bi-Weekly Wage Employee Pay Day
12 Holiday	13 Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 11/23 Pay Day Cycle 1 10/28 - 11/10 Cycle 2 10/29 - 11/11 Cycle 3 10/26 - 11/8	14 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay	15 CIPPS Leave Keying Deadline - 10/25-11/9 Semi-Monthly Salaried Payroll Paperwork Deadline 11/10 - 11/24 PMIS Update Deadline 11/10-11/24	16 Semi-Monthly Employee Pay Day
19 Bi-Weekly Wage Payroll Certification Deadline for 11/23 Wage Pay Day Cycle 1 10/28 - 11/10 Cycle 2 10/29 - 11/11 Cycle 3 10/26 - 11/8	20 Distribute 3rd Party Pmt's & Checks to Agencies re: Wage Pay	21 CIPPS Files Close at Noon 1/2 Day Holiday Notify PSB of any PMIS Changes affecting 11/10- 11/24 Classified Employees	22 Holiday	23 Holiday Bi-Weekly Wage Employee Pay Day
26 Semi-Monthly Payroll Certification Deadline 11/10-11/24 CIPPS Leave Paperwork Deadline 11/10-11/24	27	28 Distribute 3rd Party Pmt's & Checks to Agencies re: Semi-Monthly Pay Ensure Bi-Weekly Wage TAL Batches Loaded or Paperwork Submitted for 12/7 Pay Day Cycle 1 11/11 - 11/24 Cycle 2 11/12 - 11/25 Cycle 3 11/9 - 11/22	29 CIPPS Leave Keying Deadline - 11/10-11/24	30 October Healthcare Certification Due Semi-Monthly Employee Pay Day

All Agy's have adopted a Cardinal Bi-weekly Payroll Cycle. The Bi-weekly Payroll Cycles are as follows:

Cycle 1 122, 123, 129, 132, 140, 147, 148, 151, 152, 154, 156, 157, 161, 165, 174, 191, 194, 200, 202, 218, 222, 223, 226, 233, 238, 245, 350, 400, 402, 409, 413, 417, 423, 425, 440, 505, 506, 602, 720, 765, 778, 841, 851, 937, 938, 957, 960

Cycle 2 133, 136, 141, 143, 201, 241, 848, 948

Cycle 3 127, 146, 181, 199, 239, 403, 405, 411, 942